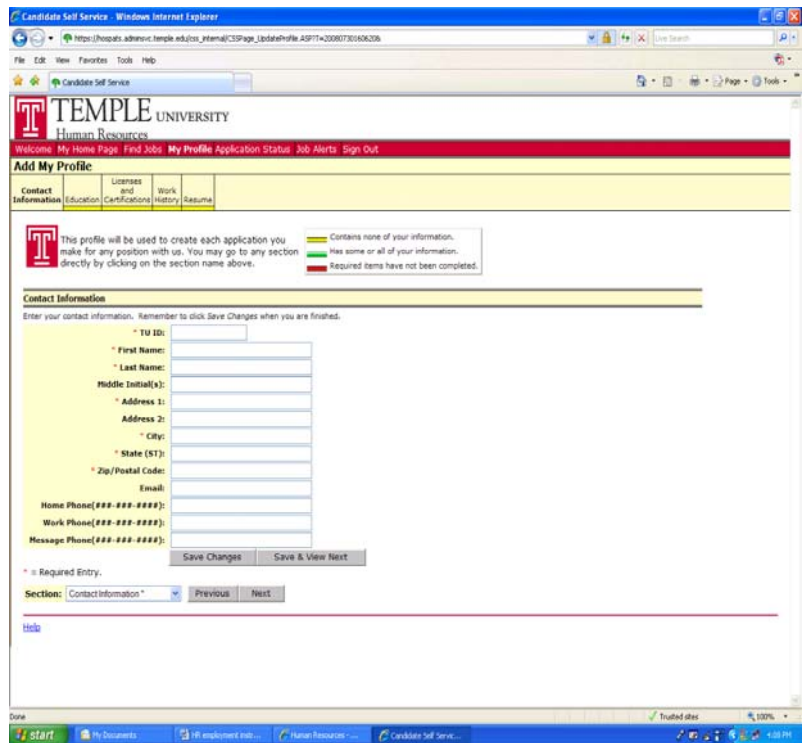


## Adjunct Faculty Application Instructions

**This page is for *new* part-time Adjunct Faculty only! If you have already taught at Temple University as a Part-time Faculty member, please notify the hiring department.**

1. Please access Temple Adjunct jobs on Temple University's Senior Vice Provost for Faculty Development and Faculty Affairs website: [www.temple.edu/vpfaculty/](http://www.temple.edu/vpfaculty/)
2. Click on the **Part-Time Openings** link from the gray menu on the left side.
3. If this is your first time accessing the website, you will need to create a User ID and Password by clicking the link at the bottom of the page and completing the required information. You must create a new login for the Adjunct application system. This application system is **NOT** connected general Temple job posting site.
4. Click on the link at the top of the page:  
[https://hospats.adminsvc.temple.edu/adjunct/CSS\\_External/CSSPage\\_Welcome.asp](https://hospats.adminsvc.temple.edu/adjunct/CSS_External/CSSPage_Welcome.asp)
5. When the *Welcome* page appears, use the menu at the top of the screen to create your profile and search for open positions in the College of Science and Technology.
6. Enter the remaining required information in each section and click **Save & View Next** when finished. To successfully apply for a job, a profile must be created, so enter as much information as possible in each of the sections that follow.
7. In order to search for jobs, click on the **Find Jobs** link in the red banner at the top of the page.
8. Select the "**College of Science and Technology**" location from the criteria to refine the search results.
9. When you apply for a position, you will be prompted to upload a resume or CV in .doc format.



The screenshot shows a web browser window titled "Candidate Self Service - Windows Internet Explorer". The address bar shows the URL: [https://hospats.adminsvc.temple.edu/join\\_internal/CSSPage\\_LoadProfile.ASP?T=200807201608206](https://hospats.adminsvc.temple.edu/join_internal/CSSPage_LoadProfile.ASP?T=200807201608206). The page header includes the Temple University logo and "Human Resources". A red banner contains the text: "Welcome: My Home Page Find Jobs My Profile Application Status Job Alerts Sign Out". Below the banner is a navigation menu with "Add My Profile" selected. The "Add My Profile" section has tabs for "Contact Information", "Education", "Licenses and Certifications", "Work History", and "Resume". A legend indicates: yellow for "Contains none of your information", green for "Has some or all of your information", and red for "Required items have not been completed". The "Contact Information" section is highlighted in yellow and contains the following fields: TU ID, First Name, Last Name, Middle Initial(s), Address 1, Address 2, City, State (ST), Zip/Postal Code, Email, Home Phone (###-###-####), Work Phone (###-###-####), and Message Phone (###-###-####). There are "Save Changes" and "Save & View Next" buttons. A "Required Entry" section shows "Section: Contact Information" with "Previous" and "Next" buttons. The Windows taskbar at the bottom shows the Start button, "My Documents", "VP employment info...", "Human Resources...", and "Candidate Self Service...".